

ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. DDA

2. Registry

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Original sent to D/ODP for action.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Planning Staff

Phone No

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206STAT
STAT

DD/A Registry

83-4024

29 August 1983

CAMS PROJECT

DD/A REGISTRY

FILE: 100-20

BRIEFINGS FOR EXECUTIVE DIRECTOR ON PROJECTS
OF MAJOR INTEREST

To be Present:

Executive Director and
representatives of the
Planning Staff and the
Comptroller. A "user"
representative to attend if
appropriate.

Date/Place:

20 September, 1330 - 1430, DCI Conference Rm.

Duration:

30-60 minutes

Content:

Background on the requirement, user
coordination, project status, key
project personnel, anticipated
problems or additional needs.

Pre-briefing Materials:

Please provide any pre-briefing
materials to Chief Planning Staff,
7E19, HDQS, [redacted] at least one week
prior to briefing.

original to O/PP per ADDA

cc: DDA
EO/DDA

STAT

STAT

DD/A Registry

83-4024